

**Request for Academic Accommodations / 2019-20 Academic Year  
Office of Accessibility Services (OAS)**

**Simmons University**

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**Student Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Student E-mail:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

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1. Please list the academic accommodation(s) you are requesting for the 2019-20 academic year in the space below.
2. Your current documentation on file must reasonably and appropriately support your request.
3. This fillable form **MUST** be submitted through OAS's secure file transfer link: <https://filetransfer.simmons.edu/form/OAS>.
  - a. Either print, complete, and scan this form, or complete the fillable fields in your browser and save as a PDF (by selecting Print > Save as PDF).
4. Your accommodation request(s) will be reviewed by OAS staff.
5. Schedule a meeting with an OAS staff member to review your academic accommodation request(s).
  - a. As a first-year or newly registered (i.e. transfer) student, please arrange to meet with an OAS staff member to review your academic accommodation request(s).
  - b. Current students who have already been authorized for and received accommodations in previous semesters are encouraged but not required to meet with an OAS staff member at the beginning of the semester.
6. Upon approval, you will receive your *Academic Accommodation Authorization* document via e-mail from OAS for you to deliver to the faculty member(s) of your choice.

**Requested accommodations:**

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**Important Notes:**

- Accommodations are applied on a prospective basis. Students are not entitled to have accommodations applied on a retroactive basis. Accordingly, students are encouraged to contact the OAS immediately upon deciding to request an accommodation, as well as going forward, as appropriate. It is your responsibility to contact your faculty **in advance** to review and discuss the listed accommodation(s).
- The *Academic Accommodation Authorization* document replaces the former paper *Accommodation Letters*.
- Some accommodations may require a separate request form that must be completed and submitted to the OAS.
- All OAS forms are for personal use by the registered student only.

**My signature below indicates I have read and understand/agree to the above information:**

**Sign here:** \_\_\_\_\_

The policies/procedures of **Office of Accessibility Services** are guided by the *Americans with Disabilities Act of 1990* and *Section 504 of the Rehabilitation Act of 1973*, both federal laws that protect qualified individuals from discrimination based on their disability. The mandate of the OAS under the *ADA* is to provide equal access to educational and co-curricular programs and campus activities to qualified individuals with disabilities.

**Office of Accessibility Services**  
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